

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chairman, CIA Incentive Awards Committee
THRU : Chief, Employees Services Division

DATE: 24 February 1954

FROM : Executive Secretary, CIA Incentive Awards Committee

SUBJECT: Establishment of Procedures Concerning Special Panel

1. In accordance with Paragraph 6a (4), [redacted] Incentive Awards Program, the Special Panel was convened 18 February 1954 for the purpose of discussing procedures concerning the processing of suggestions and recommendations for Superior Accomplishment and Efficiency Awards involving operational activities of the clandestine services.

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2. Members attending were:

Mr. John E. Baker
[redacted]

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[redacted] in view of his close relationship to the Agency Committee and the Panel, attended the meeting at the invitation of the Special Panel.

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3. As a result of this meeting, the Panel desires to recommend the below-listed procedures for your approval:

(a) Employee Suggestions concerning the clandestine services will be forwarded by the Suggester or Supervisor concerned to the Executive Secretary, Incentive Awards Committee, for preliminary processing. Following this, the suggestions will be sent to Mr. [redacted] who will serve as Chairman of the Panel for the purpose of initially screening the suggestions and referral to the appropriate office for evaluation.

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(b) Upon the completion of the above processing, the Executive Secretary will obtain recommendations from the Special Panel and complete action similar to that performed for the Agency Committee in keeping with security considerations required by this area of suggestions.

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(c) The Executive Secretary will attend meetings of the Special Panel to provide technical guidance to the members regarding administration of the program.

(d) Recommendations for Superior Accomplishment and Efficiency Awards will be processed in the above manner.

4. With the recent receipt of several suggestions involving operational activities of the clandestine services, the Special Panel believes that installation of the above procedures will expedite the processing of suggestions and recommendations for award in these areas of activity.

5. The Special Panel further desires to recommend for your approval the amending of line 7, paragraph 6a (4) [redacted] to read " * * to take action with the Chairman on such suggestions * *" instead of " * * to take action with the permanent members on such suggestions * *" to provide clarification of responsibility.

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APPROVED:

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Chairman, Incentive Awards Committee

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